

(F.B.I.S.-638)

May 15, 1944

ADMINISTRATIVE MEMORANDUM NO. 27:

Referring to Administrative Memorandum No. 3, and 3A and 3B, I should like to call attention again to the necessity for having all matters regarding change, promotion, appointment (including correspondence with appointees) and resignation handled, so far as FBIS is concerned, by the Administrative Officer, Mr. Shepherd. There have been recent instances where separate handling has caused delay and misunderstanding in relation to new appointments. Because of the very close relationship between Mr. Shepherd's office and the Director of Personnel, it is quite essential that no personnel matter be handled separately from him, except at his own suggestion and with his advance knowledge.



Robert D. Leigh
Director

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